

Attendance Policy

February 15, 2005

Catawba County prides itself on being a customer service oriented employer, existing to serve her citizens. While we believe we have always operated with staffing levels to provide quality service, increased workloads and shrinking resources have placed such demands that it is imperative that every employee be present when scheduled to fulfill the mission of the position the employee holds.

This policy exists to establish a uniform policy on how absences and tardiness are viewed, and to provide direction to supervisors when completing performance appraisal forms and for discipline. It also exists so each employee understands attendance expectations, and to combine attendance issues addressed in the Personnel Code, performance appraisal system, and federal rules.

Prescheduled and approved times away from work using accrued vacation, holiday, flex, compensatory time, floating holidays, and sick leave are not considered occurrences for the purpose of this policy.

Family and Medical Leave Act (FMLA)

Absences due to illness or injury which qualify under the FMLA will not be counted against an employee's attendance record. The Personnel Department is responsible for certifying FMLA. The employee on approved FMLA is responsible for notifying Personnel, and assisting in coordinating paperwork. The employee is required to record FMLA on timesheets.

Absences and Tardiness

Reporting to work at the appointed time, being on time, not abusing meal breaks, and except in unusual situations, taking approved vacation, sick and compensatory time are parts of this policy.

An employee is considered late if he or she reports to work more than five minutes after the scheduled starting time.

Reporting Absence or Tardiness: Departments may establish their policy for reporting if they have special needs. However, in absence of a departmental policy, an employee who is reporting to work late or absent for the day is expected to contact the supervisor within 30 minutes of the beginning of the workday or shift. Employees are expected to contact their supervisor or designated representative. Each supervisor should designate the person to contact when the employee cannot reach the supervisor.

Presence at work

This includes being in the assigned location, and being productive. While it is important that coworkers develop a rapport and a supportive environment,

personal business and conversations of a personal nature should be kept to a minimum, and should never interfere with the employee's ability to be productive.

Breaks

The County does not recognize breaks. There are instances where a break is given, and is a good idea. This is subject to supervisor approval.

Approved Sick Leave Defined Sick leave is a benefit, and may be approved for an employee's medical and dental appointments. The employee may also be permitted to use sick leave for medical appointments and/or illnesses of other immediate family members. This should be discussed with the supervisor in accordance with the Personnel Code.

Medical and dental appointments are considered approved leave when requested prior to the appointment. Parents with dependent children may use sick leave for care of the child. This is subject to approval by the department head, or his/her designated representative. The supervisor is allowed to obtain information about the child's age and why the employee is requesting the time, respecting any HIPAA rules.

Unapproved Sick Leave

A supervisor may designate sick leave as unapproved if the employee is suspected of abusing time, if the employee had requested vacation leave that was not approved and calls in sick, or if there is a pattern of excessive use of sick leave.

Holidays: Employees in leave without pay status before or after the holiday will not be paid for the holiday.

Floating Holidays: The Personnel Code provides for floating holidays to be awarded to those employees who work in operations that are open for business on the holiday. When an employee is on approved leave for the recognized holiday, on leave without pay the day of, day after or before the holiday, the time for the floating holiday will be deducted from the balance shown on the payroll balance.

Timeliness of Communicating with the Employee

Supervisors must discuss instances of attendance problems with the employee in a timely manner. The recommended time is the same or next workday; it must be addressed within seven days of the occurrence in order to be noted on the employee's performance appraisal form.